

CREATE EXPENSE REPORTS

From the **Expenses** application:


1. Click the **Create Expense Report** button under Actions.
2. Select **Create New Expense Report**.
3. Select your personal **Location** not where you traveled.
4. Click **OK**.

The screenshot shows the 'Create Expense Report' form. The 'Creation Options' section has three radio buttons: 'Create New Expense Report' (selected and highlighted with a red box and labeled 'Step 2'), 'Copy Previous Expense Report', and 'Create New Expense Report from Spend Authorization'. Below this is a 'Memo' field. The 'Company' field is set to '645 Iowa Department of Transportation' (labeled 'Step 2'). The 'Expense Report Date' is '06 / 27 / 2019'. The 'Cost Center' is '5410 Office of Traffic Operations' (labeled 'Step 3'). The 'Function' is '010 Administration' (labeled 'Step 3'). The 'Location' field is empty (labeled 'Step 4'). The 'Project' field is empty. The 'Additional Worktags' section has two tags: 'Appropriation: S44 Highway Division' and 'Fund: 0143 DOT Operating Fund-84'. There is an 'Enable Tax' checkbox. At the bottom are 'OK' and 'Cancel' buttons. Red arrows point from the labels 'Step 2', 'Step 3', 'Step 4', and 'Step 5' to their respective elements in the form.

5. To add a new expense item, you will click the **Add** button

The screenshot shows the 'Expense Lines' tab of the expense report form. The 'Add' button is highlighted with a red box and labeled 'Step 5'. A red arrow points from the 'Add' button to the 'Step 5' label.

6. Complete all required fields, which may include **Date**, **Expense Item**, **Quantity**, **Per Unit Amount**, **Total Amount**, and **Memo**.

Note: You can add additional expense items by clicking the **Add** button from Step 5. Or you can delete a line item by clicking .

7. Attaching Receipts.
 - a. Click **Attachments** in the top row and then click **Edit** to open the screen to drag and drop or upload your receipts. They can be saved all in one file.

The screenshot shows the 'Attachments' tab of the expense report form. The 'Edit' button is highlighted with a red box. The text 'Save the expense report to review any errors before you s' is visible above the button.

- b. Click **Save** once your document has been uploaded.
8. You can finish the report by clicking **Submit** or if you think you will add more later you can select **Save for Later**.

Expense Line

Date * 06 / 27 / 2019

Expense Item * X Boots/Footwear

Total Amount * 135.66

Currency * X USD

Memo Steel Toe Boots

*Cost Center X 5410 Office of Traffic Operations

*Function X 010 Administration

*Location X Office Of Budget And Business Systems

Project

*Additional Worktags X Appropriation: S44 Highway Division
X Fund: 0143 DOT Operating Fund-84

Billable ☐

Enter Date of Receipt

Find Expense Item

This is the total amount you spent, up to the max reimbursement for the item.

Not required, but helpful

Only add if your expense is related to a project.

Click this button if you are attaching the receipt on the expense sheet as a whole. See step 7

Instructions

1. For employees with job assignments requiring a specific type of footwear, the Appointing Authority shall: a. Provide the required type of footwear which meets the Appointing Authority's safety standard; or b. Reimburse the employee up to one hundred fifty dollars (\$150.00) during a two (2) year period.
 - (1) The first two year period will commence on July 1, 2017, and will end June 30, 2019;
 - (2) Each subsequent two year period following the above period, or
 - (3) A two year period commencing on the employee's employment date.
2. Approval must be provided by the Appointing Authority before any purchase.
3. Actual itemized receipts are required for reimbursement. Employees must seek reimbursement within 30 days of date of purchase on the receipt. See Procedure 204.250, 1.
4. Footwear purchased by employees must meet or exceed the Appointing Authority's safety standards or other requirements.

Item Details

Actual Receipt Amount 135.66

This is where the receipt total goes, even if it is over the reimbursement total.

Itemization

Remaining Amount to Itemize 135.66/135.66 USD

Non-Recurring Charges

Add

The DOT does not currently utilize this feature. Please do not use.

0 items

Attachments from File

Drop files here

or

Select files

Receipt Included ☒